



Department of Environmental Quality

To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations.



Matthew H. Mead, Governor



Todd Parfitt, Director

MEMORANDUM

TO: Cities, Towns, Counties, and Conservation Districts

FROM: Jennifer Zygmunt, WDEQ Nonpoint Source Program Coordinator

DATE: June 15, 2016

RE: **Request for Proposals for Federal Fiscal Year 2017 Section 205(j) Funds**
Pre-Review Proposal Submittal Deadline (Optional): **Monday, August 1, 2016**
Final Proposal Submittal Deadline: **Friday, September 16, 2016**

The Wyoming Nonpoint Source Program (NPS Program) of the Wyoming Department of Environmental Quality (WDEQ), Water Quality Division (WQD) is pleased to announce that it is now accepting proposals for projects to be awarded under Section 205(j) of the Clean Water Act.

Under Section 205(j) of the Clean Water Act, the State of Wyoming has approximately \$40,000 available to local planning agencies for the purpose of water quality management planning and assessment. These funds are not intended for construction or implementation of water quality controls, but rather, are to be targeted for water quality planning and assessment. Additionally, these funds may not be utilized to meet monitoring requirements of any enforcement action, permit, or public water supply regulation. The U. S. Environmental Protection Agency has ruled that only cities, towns, counties and conservation districts are eligible to receive these planning funds. However, the local planning agency may subcontract work to other entities.

The WDEQ and the Nonpoint Source Task Force are particularly interested in directing these funds to water quality planning and assessment efforts for impaired waterbodies on Wyoming's 303(d) list (see [Wyoming's 2014 305\(b\)/303\(d\) Integrated Report](#)).

Funds are awarded as reimbursement grants, meaning that funds can be issued to the recipient only after proof of expenditure on eligible costs identified to deliver the approved product. All proposals submitted for these funds must identify at least 25% of the total project cost as non-federal cash or in-kind services match.

Applicants are strongly encouraged to participate in an optional pre-submittal review process where WDEQ provides review comments on the draft proposal. WDEQ comments from this review can be incorporated into the final proposal document to increase the chances of securing funding.

The WDEQ and U.S. Environmental Protection Agency will review proposals and provide an

evaluation to the Wyoming Nonpoint Source Task Force. The Task Force will review each proposal and WDEQ/EPA evaluations and will make recommendations for funding. The sponsor of each eligible project will be allowed time for a presentation at the Fall 2016 Task Force meeting (dates and location to be determined, but typically late October/early November). Upon recommendation for funding by the Task Force, the WDEQ will negotiate detailed Project Implementation Plans (PIPs) with proponents of the selected projects.

Project proposals must meet the following criteria in order to be considered for funding:

1. Applicant must complete the 205(j) Application Form and the Budget Workbook (posted on [NPS Program "Grant Resources" website](#)). Both documents and any required attachments must be submitted for a complete proposal. Additional instructions for completing the Application Form are included in this memorandum. Instructions for completing the Budget Workbook are included in the first sheet of the workbook. The formats provided must be used. Incomplete final packages will not be considered for funding. If all information is not available for a requested content item, the proposal must describe how the needed information will be collected and used. An explanation should be provided for sections that are not applicable to the particular proposed project; please do not leave sections blank.

****Note to Mac users!!! In order to preserve proper formatting and functionality of the Application Form, the form needs to be opened with Adobe Reader, not Preview. It is recommended to set Adobe Reader as your default PDF viewer; then open and download the form from the website and complete it. If the form is opened at all in Preview, it may lose functionality. Adobe Reader is a free download available at: <https://get.adobe.com/reader/>.*

2. Final proposals must be **postmarked** (or **hand-delivered**) to the

**Wyoming Department of Environmental Quality
Water Quality Division, Attention: Jennifer Zygmunt
200 W. 17th Street, 4th Floor
Cheyenne, WY 82002**

by close of business (5:00 p.m.), September 16, 2016. Proposals postmarked or hand-delivered after the deadline will NOT be accepted for review. There will be no exceptions to this deadline for any circumstances. Fax copies of the proposal cannot be accepted.

- a. **Hard Copies:** Fourteen (14) hard copies of the Application Form and any required attachments (maps, letters of support, etc...) must be submitted. The budget workbook only needs to be submitted electronically (see below), not in

hard copy. Hard copies should be double-sided and submitted on recycled paper. All pages of the proposal must be on 8.5" x 11" paper. The proposals can be stapled or left unbound; covers, folders, or other types of binding should not be used.

- b. **Electronic Copy:** *An electronic copy of each final proposal must be submitted to jennifer.zygmunt@wyo.gov no later than 5:00 pm on September 16th, 2016.* This includes the Application Form, the Budget Workbook, and any attachments. The Application Form should be submitted in Adobe PDF format; the Budget Workbook should be submitted in Microsoft Excel Format. Required attachments can be submitted in the electronic format easiest for the applicant (PDF recommended but not required).
3. Prospective project sponsors may elect to participate in an optional pre-submittal review process. Project proposals (a single copy) submitted in hard copy to the WDEQ at the above address, via fax (307-777-5973) or electronically (to jennifer.zygmunt@wyo.gov) no later than 5:00 pm **August 1, 2016** will receive a WDEQ pre-submittal review of their project proposal. WDEQ comments can then be incorporated into a final project proposal submittal package. All applicants electing to use this pre-submittal review option must still meet all deadline, format, and content requirements with their final proposal submittal.
 4. If project administration is to be charged against the grant, it must be included as a separate task in the proposal. Federal 205(j) funds requested for administration must not exceed 10% of the total federal money requested and total administration costs must not exceed 10% of the total project cost. Administrative costs must be accounted for, and documented separate from other project work activities.
 5. The proposed budget must have a minimum match of 25% non-federal resources (25% of the total project budget). However, any agreement signed as a result of this request may require a higher rate based on the respondent's proposed budget, negotiations, and WDEQ and EPA approval. Matching funds or in-kind services utilized to meet the 25% match must be clearly identified as non-federal.
 6. If the project is going to utilize funds or staff contributed by other agencies or organizations, written commitments (within a letter of support) must be included with the proposal documenting the amount of money and/or the number of hours of effort expected from those agencies/organizations. Contributions by federal agencies cannot be counted towards match on the grant.
 7. Costs for travel and expenses incidental to travel shall be reimbursed or accrued as match at rates not to exceed Recipient's usual and customary rates for Recipient's employees and agents, not to exceed the actual cost to Recipient.
 8. Proposals will be evaluated to determine if project outcomes, objectives, and tasks are

reasonable and attainable. These are competitive grants and applicants will be competing against other entities for a limited amount of funding. The more an application can demonstrate to the WDEQ that the products from the proposed project are an efficient and effective use of funds to address nonpoint source water pollution planning and assessment, the better chance the proposal has of securing funding.

9. **Persons wishing to apply for funding must contact Jennifer Zygmunt, Nonpoint Source Program Coordinator at (307) 777-6080 or jennifer.zygmunt@wyo.gov to discuss their proposed project; this will help ensure that proposed projects meet eligibility requirements and program priorities.**

The remainder of this memorandum provides additional instructions on how to complete specific items of the Application Form. Please review all of the following instructions before completing the Application Form.

****Note to Mac users!!! In order to preserve proper formatting and functionality of the Application Form, the form needs to be opened with Adobe Reader, not Preview. It is recommended to set Adobe Reader as your default PDF viewer; then open and download the form from the website and complete it. If the form is opened at all in Preview, it may lose functionality. Adobe Reader is a free download available at: <https://get.adobe.com/reader/>.*

Section I: Project Summary

- **Project Title**—provide a short but descriptive title for the project
- **Organization Name and Contact Information**—this is the organization that will sponsor and manage the project. The organization receives the funding and is responsible for handling all administrative duties of the grant. Provide the name of the organization and in the following sections, the name of a primary contact person along with all associated contact information for that person. The primary contact person will be whom the WDEQ contacts about the proposal.
- **Funding Summary**
 - **205(j) Funds Requested**—Enter the total amount of federal Section 205(j) funds you are requesting for the project. Section 205(j) funds cannot exceed 75% of the total project cost. The maximum amount of 205(j) funds available is \$40,000.
 - **Non-Federal Match Funds**—Enter the total amount of non-federal match you will accrue for the project. This includes both in-kind and cash match. At least 25% of the total project cost must be non-federal match.
 - **Total Project Cost**—This is the sum of the requested Section 205(j) funds and the non-federal match funds.

- **Other Federal Funds**—Provide the amount of any other federal funds contributed towards the project; however, do not include this amount in the total project cost above—other federal funds should be tracked separately.
- **Watershed Name(s) and HUC(s)**—List the name(s) of the watershed(s) that this project will occur in. Please use the eight digit Hydrologic Unit Code (HUC8) level. If this is a statewide project, enter “Statewide”. For each watershed listed, also provide the HUC8 number. EPA offers an internet tool, called “Surf Your Watershed”, which can be used to help find HUCs. This tool is available at the following link: <http://cfpub.epa.gov/surf/locate/index.cfm>. You can also contact the NPS Program for assistance with HUC numbers and watershed names.
- **303(d) Listed Stream(s)**—List the name of any impaired streams that this project will address. Impaired streams include those listed on Wyoming’s 303(d) list as well as waterbodies previously listed on the 303(d) list that have been moved to Category 4A due to TMDL development. The most current proposed 303(d) list and Category 4A waters are contained in [Wyoming’s 2014 305\(b\)/303\(d\) Integrated Report](#).
- **County(ies)**—List all counties within the scope of this project. If statewide, enter “Statewide”.
- **Position coordinates in decimal degrees**—(Latitude/Longitude): The latitude/longitude location of your proposal should be the most downstream point on the waterbody being assessed (where the waterbody of interest exits the study area). Latitude and longitude must be provided in decimal degrees. If project is Statewide, enter “Statewide.”
- **NPS Pollution Source Categories Addressed**—Using the drop down menus provided, choose up to five pollution source categories that this project will address. You must choose at least one category. For each category that you select, provide the percentage that reflects the extent to which the project will address that source category. Total percentages entered should add up to 100%.
- **NPS Pollutants Addressed**—Using the drop down menus provided, select up to six nonpoint source pollutants that this project will address. You must choose at least one pollutant.
- **Briefly state the goal of the project and how the project will accomplish that goal**—In this section, provide a BRIEF (1-3 sentences) summary of the project. The summary should indicate the primary purpose of the project and the general methods that will be used. If you had only 1-3 sentences to describe your project to someone, how would you do it?

Section II: Project Narrative

- **II.A**—This is the section where you establish your Statement of Need. What is the water quality problem that needs to be fixed? Why should it be fixed? Why is this project important? Why is planning and assessment work needed? Has other planning/assessment work been done before? Be sure to identify the nonpoint sources of pollution associated with the water quality problem. The goal of the NPS Program is: *To identify sources of nonpoint source pollution to surface water and ground water of the State of Wyoming and to prevent and reduce nonpoint source pollution such that water quality standards are achieved and maintained.* How will this project help the NPS Program achieve that goal?

Briefly identify and describe the waterbody(ies) and/or watershed(s) you will be addressing. What are the surface water classifications (e.g. Class 1, Class 2AB, Class 3...)? What are the flow regimes—e.g. perennial, intermittent, or ephemeral? What are the waterbody's most important designated uses—e.g. recreation, aquatic life other than fish, cold or warm water fisheries, drinking water? Why is it an important resource in your watershed or to your community? What do we know about the waterbody in terms of water quality? Describe the characteristics of the watershed that are relevant to the project. This could include major soils types, major geologic characteristics, climate and precipitation regimes, major land uses, land ownership, etc... You must also attach a project map to your proposal. The map should clearly define the project area and the waterbodies of interest. The map should also include other important features to help the reviewers understand the watershed and the project. This could include major tributaries, landownership, location of previous restoration work, monitoring stations, etc... Please keep the map to 8.5"x11" paper size; multiple maps can be submitted if needed to fully characterize the watershed.

- **II.B**—In this section, outline the scope of work for the project. What are the outcomes that you hope to achieve and how will you achieve them? Outcomes are the end result and objectives are how you plan to get that result. You should have at least one objective for each outcome. Clearly identify specific products or deliverables and make sure these are quantified or described with measurable endpoints. Make sure that your planned activities relate back to the water quality problem identified in Section II.A—will your project address the problem you've identified? Are you proposing a reasonable solution to the problem?
- **II.C**—Using the Task Table, identify the specific tasks that will be done to achieve the objectives identified in II.B. You should have at least one task for each objective. In some cases, your tasks may be very similar to your objectives. In other cases, you may want to break one objective into one or more tasks. For each task, identify the 205(j) funds and non-federal match that will be needed for each task. The Total Task Cost is the 205(j) funds and non-federal match combined. Indicate if other federal funds will be used for each task, but do not include this amount in the Total Task Cost. You are limited to ten tasks, but you do not have to use all ten tasks. Your first task must be Administration;

the description and deliverables have already been provided for you for this task; these activities must be completed as part of project management. You can add additional information to this task if you wish. Federal 205(j) funds requested for administration must not exceed 10% of the total federal (205(j)) funding requested and total administration must not exceed 10% of the total project amount. Administrative costs must be accounted for and documented separate from other project work activities.

- **II.D—Self-explanatory.** Letters of support for the project are needed from all significant partners (i.e. those contributing funding, technical assistance, or in-kind match). However, you are welcome to attach other letters of support to the proposal from any other partner or entity wishing to show support for the project.
- **II.E—**In the table provided, list other funding sources that will be used for the project. This includes non-federal match and other federal funds. Non-federal match includes both cash and in-kind contributions. List the source of the funds, the amount that will be contributed to the project, whether the source is federal or non-federal, and the status of that funding source (e.g. final, pending, requested, etc...).
- **II.F—Self-explanatory**
- **II.G—** If water quality monitoring will be conducted as part of your project, provide a summary of the monitoring strategy that will be employed. Clearly articulate the objectives of the monitoring. Consider including the following information:
 - number of sites,
 - frequency of sampling,
 - timing of sampling,
 - general location of sites,
 - parameters measured/sampled for,
 - whether or not discharge will be measured,
 - general methods that will be used,
 - indication that you have permission to sample at your study sites and access to your study sites,
 - general QA/QC procedures, and
 - any other relevant information you feel is important.

Also provide a description of the qualifications of the people conducting the sampling. This can include education, trainings, and/or previous experience. Data collection must be done by a person having appropriate water quality monitoring training and experience.

If you are collecting data in order to make a use support determination (i.e. a waterbody is or is not supporting its designated uses), please contact the Nonpoint Source Program as specific monitoring requirements will apply.

Detailed monitoring information will be included in the Sampling and Analysis Plan; the information presented in the proposal should just be a summary. Monitoring paid for

under a Section 205(j) award cannot take place prior to the approval of a Sampling and Analysis Plan (SAP) and a Quality Assurance Project Plan (QAPP). The SAP and QAPP do not have to be submitted as part of the project proposal, but will be required prior to project implementation if the project is selected for funding. Describe the status of the SAP and QAPP for your monitoring. Describe the schedule and method for developing and approving the SAP and QAPP if not yet prepared. The SAP should be developed consistent with the [WDEQ Standard Operating Procedures](#) (SOPs) and if applicable, requirements in [Wyoming's Methods for Determining Surface Water Quality Condition and TMDL Prioritization](#). The QAPP can be included as part of the SAP. Within the SAP, the proponent will need to include a statement of commitment to an annual DEQ QA/QC field audit and an independent third party QA/QC review of the data (the recipient has the option to request this service from DEQ). An EPA-approved QAPP (such as the [WDEQ/WQD Watershed Protection Program QAPP](#)) can be referenced but any site specific amendments not covered by the referenced QAPP should be identified. If selected for funding, the WDEQ will work with the sponsoring agency to make sure the SAP and QAPP meet requirements.

If you are proposing to use **Microbial Source Tracking** (MST) as part of your project, information addressing the following questions should be provided:

- What are the specific study questions and project goals?
- How are you using a tiered approach, in which MST is just one tool in the toolbox? Are you also using conventional methods (e.g., fecal indicator bacteria monitoring, surveying and characterizing the watershed, understanding land uses and wildlife/livestock populations in the watershed, conducting septic system inventories) to help understand sources of bacteria within the watershed?
- What MST method will you use and why was this method chosen?
- What are the spatial and temporal scales of your study?
- How does the number of proposed samples warrant a rigorous statistical assessment so that conclusions can be supported?
- What laboratory will conduct the analysis and what are the laboratory's qualifications/credentials?

The following are references that may assist you in researching MST to provide the information requested above:

- Griffith et al. 2013. The California Microbial Source Identification Manual: A Tiered Approach to Identifying Fecal Pollution Sources to Beaches. Available at: ftp://ftp.sccwrp.org/pub/download/DOCUMENTS/TechnicalReports/804_SIPP_MST_ManualPag.pdf
- Harwood et al. 2013. MST Markers for Detection of Fecal Contamination in Environmental Waters. Available at: <http://femsre.oxfordjournals.org/content/38/1/1.abstract>
- Tetra Tech. 2011. Using Microbial Source Tracking to Support TMDL Development. Available at: http://www.epa.gov/region10/pdf/tmdl/mst_for_tmdls_guide_04_22_11.pdf

- Hagedorn et al. (eds). 2011. Microbial Source Tracking: Methods, Applications, and Case Studies. Springer Science+BusinessMedia.
- **II.H**— Self-explanatory
- **II.I**—It is important that any data collected through the Section 205(j) grant program meet applicable Wyoming state statutes. Use the first checkbox to indicate that you are aware of Wyoming Statute W.S. 6-3-414 ([Enrolled Act No. 61](#)) regarding trespassing to collect data; review this statute to make sure you understand requirements that may apply to collection of resource data, including water quality data. Use the second checkbox to indicate that you are aware of requirements for compliance with the Wyoming Public Records Act ([Wyoming Statutes W. S. 16-4-201 through 16-4-205](#)). Federal funding for this project requires disclosure of all collected data and project information. It is your responsibility to ensure compliance with the Wyoming Public Records Act, which may require that you obtain landowner consent to release project information.
- **II.J**— Self-explanatory
- **II.K**— Self-explanatory. Q1 = Quarter 1 (January through March), Q2 = Quarter 2 (April through June), Q3 = Quarter 3 (July through September), Q4 = Quarter 4 (October – December).
- **II.L**— Self-explanatory. Instructions for the Project Map and Letters of Support were provided earlier in this memorandum. Instructions for completing the Budget Workbook are provided in the downloadable Budget Workbook on the NPS Program Applying for Grant Funds website: <http://deq.wyoming.gov/wqd/non-point-source/resources/grant-resources/>. Please access, download, and complete the Budget Workbook.

Thank you for your interest in the Section 205(j) program and improving Wyoming's water resources. We look forward to reviewing your proposal. Please contact Jennifer Zygmunt, NPS Program Coordinator at 307-777-6080 or jennifer.zygmunt@wyo.gov with any questions.